Local land marked properties may require a certificate of appropriateness from the Historic Preservation Commission.
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ADDITION – COMMERCIAL/INDUSTRIAL

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
- Three (3) Copies of Site Plans
  Must show Proposed & Existing
- Three (3) Copies of Landscape Plans
- Three (3) Copies of Construction Documents
  Include Specs to Show full Architectural, Structural, Mechanical, Electric, and Plumbing. Must Show Elevation to Verify Height “Com-Check” Emergency Calculations
- Three (3) Copies of Fire Sprinkler Plans and/or Fire Alarm Plans from Certified Systems Installer
- Completed Certificate of Occupancy Application for Expansion Projects
  (In Some Cases) Floor Plans May be Required
- One (1) DuPage County Stormwater Management Permit Application
- Eight (8) Copies of a Site Improvement and Grading Plan as Prepared by a Registered Professional Civil Engineer of Illinois. All Plans must contain the Engineer’s Signature and an Imprint of their Professional Seal.
- Two (2) Copies of a Stormwater Management Report, containing the Engineer’s Signature and an imprint of their Professional Seal. Stormwater Management Report shall include, but is not limited to required detention volume calculations, restrictor sizing calculations, tributary drainage area maps, storm sewer sizing calculations, and proposed/Designed detention volume verification calculation, and BMP calculations
ADDITION – COMMERCIAL/INDUSTRIAL

(Continued)

- (2) Copies of an Engineer’s estimate of probable cost for all proposed site improvements, excluding interior landscaping and building construction
- Two (2) Copies of a Geotechnical Soil Report for the subject property
- Payment of Engineering Review Fees in the amount of $500.00 + 1% of the Engineer’s estimate of probable cost
- Engineering Inspection fees, in the amount of 3% of the Engineer’s estimate of probable cost. **Can be paid at the time of permit issuance**
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report, if applicable
- At the Time of Permit Issuance, a Letter of Credit or Cash Deposit shall be posted to guarantee project compliance at an amount equal to 115% of the engineer’s estimate of probable cost
ADDITION – RESIDENTIAL
SINGLE – FAMILY DETACHED

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
  Must show Proposed & Current (to scale)
- Three (3) Copies of Site Plans
  Must show Proposed & Current (to scale)
- Three (3) Sets of Plans/Construction Documents
  Must show Building Elevations to Verify Building Height, and to
  Include Architectural, Structural, Mechanical, Electrical &
  Plumbing “Reg-Check” Emergency Calculations
- Four (4) Copies of a Site Improvement Plan
- If Major Structural Conditions exist, Architects or Structural Engineers Stamped
  Plans need to be Submitted
- If addition is large enough to trigger stormwater requirements (possibly at 500 SF
  net new impervious), stormwater calculations shall be included
ALTERATIONS – COMMERCIAL/INTERIOR

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application

- One (1) Certificate of Occupancy Application Completed if Applicable (if Expanding, New Ownership, New Tenant Name, etc.)

- Three (3) Copies of Construction Drawings
  Architectural, Structural, Mechanical, Electrical and Plumbing
  Energy Calculations

- Three (3) Copies of Fire Sprinkler/Alarm plans, if required

- If Applicable must show Building Footprints, Parking, Landscaping, etc.

- If Yorktown Mall alterations need approval of plans from mall management prior to submission to Building Division
ALTERATIONS – RESIDENTIAL/INTERIOR

(Small/Medium Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Construction Documents
  Architectural, Structural, Mechanical, Electrical and Plumbing
GROUND – MOUNTED ANTENNAS, TOWERS AND DISHES

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
- Three (3) Copies of Site Plan
  (Site Plan Must Show Antenna Location)
- Three (3) Copies of Landscape Plans
- Three (3) Copies of Antenna, Tower, or Dish Drawings (Plans)
  Plans Must Show Power Requirements, Mounting Details,
  Manufacturer Spec Sheets & Antenna Specs (including height)
- One (1) Copy of Structural Calculations Demonstrating Wind Load Design Factor
- One (1) Set of Documentation Demonstrating that Antenna, Tower, or Dish is needed at Proposed Location
- One (1) Set of Plans Showing the Location of all Existing Antennas, Towers, or Dishes at the Proposed Site.
ROOF – MOUNTED ANTENNAS, TOWERS AND DISHES

(Medium Permit – 10 Business Days)

❑ One (1) Completed Building Permit Application

❑ Three (3) Copies of Plat of Survey

❑ Three (3) Copies of Site Plan
  (Site Plan Must Show Antenna Location)

❑ Three (3) Sets of Antenna, Tower, or Dish Drawings (Plans)
  Plans Must Include Manufacturer Spec Sheets, Antenna Specs,
  Power Requirements and Mounting Details (including height)

❑ One (1) Set of Structural Calculations Demonstrating Wind Load Design Factor

❑ One (1) Set of Documentation Demonstrating that Antenna, Tower, or Dish is Needed at Proposed Location

❑ One (1) Set of Plans Showing the Location of all Existing Antennas, Towers, or Dishes at the Proposed Site
RESIDENTIAL
BASEMENT REMODELING

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Building Plans
  Architectural, Structural (if required) Mechanical, Electrical, Plumbing, Fire Stopping, Light, & Ventilation Requirements for Habitable Spaces, and Code Complaint Means of Egress (Escape windows, etc.)
BATHROOM REMODEL

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of Plans
  Architectural, Mechanical, Electrical, Plumbing, and Structural Changes (if required)
CENTRAL AIR CONDITIONING
(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
  Must show location of AC Unit with disconnect box
- Three (3) Copies of Specs on AC Unit and Contractor Proposal
DECK (SMALL & LARGE)
(Small Permit – 4 Business Days)

- One Completed Building Permit Application
- Three (3) Copies of Plat of Survey
  Must Show to Scale Location of New Deck
- Three (3) Copies of Construction Plans
  Must Show Dimensions, Construction Materials and Structural Information, as well as Elevation of Deck from Grade to the Floor of the Deck
COMMERCIAL AND RESIDENTIAL – INTERIOR ALTERATION

- One (1) Completed Building Permit Application
  Include Subs that Require License/Insurance

- Three (3) Copies of Plans
  Plans Must Show Areas Being Demolished, Electric, Plumbing, HVAC, Fire Sprinklers and/or Fire Alarms
RESIDENTAIL DEMOLITION – WRECKING PERMIT

- One (1) Completed Building Permit Application
- Three (3) Copies of Plans
  Show Structure to be Demolished
- List of Subcontractors & Applicable Licenses & Insurance to Disconnect
  Services
- Two Thousand ($2,000.00) Cash Restoration Bond
- Old Water Meter Must be Returned to The Building Department
- If Residence is in Former “Unincorporated” area, Well Water Capping
  Certification is required and Septic Field Needs to be Removed and
  Septic Tank Collapsed & Filled
- Photo of Structure to be Demolished
  Street View Only
- Site Evaluation Form from Health Department Indicating No Wells or Septics on
  Site
- Commercial Demo – Wreck Permit Same as Above, Except #6
- Site Evaluation Form from Health Department Indicating No Wells or Septics On
  Site
- Square Footage of Building to Be Determined
- IEPA/Asbestos Report
RESIDENTIAL DOOR – NEW (INTERIOR)

(Over the Counter)

☐ One (1) Completed Building Permit Application

☐ Three (3) Copies of Plans
  Must Show Door Location and Framing Details
DRIVEWAY & APPROACH & PUBLIC SIDEWALK
(Over The Counter)
Newly constructed Driveways where there was not a previous driveway will need additional time to review

☐ One (1) Completed Building Permit Application

☐ Three (3) Copies of Plat of Survey
   Indicate Improvements (must be drawn to scale)
   Indicate what building materials will be used to construct Driveway & Approach

☐ Three (3) Copies of Contractor Agreement, if Applicable

☐ Miscellaneous deposit may be required to guarantee project compliance at an amount to be determined by the Development Engineer

☐ If Driveway Widening, Provide Square Footage

☐ If it is Large Enough to Trigger Stormwater Requirements (Possibly at 500 SF Net New Impervious), Stormwater Calculations Shall be Included
DRIVEWAY ONLY – NEW

(Over the Counter)

❑ One (1) Completed Building Permit Application

❑ Three (3) Copies of Plat of Survey
  Indicate Placement of New or Replacement Driveway
  Also Indicate what Building Material Driveway will be Constructed of

❑ Three (3) Copies of Contractor Agreement, if Applicable

❑ If New Driveway Increases Impervious Coverage, Provide Square Footage
  If it is Large Enough to Trigger Stormwater Requirements

❑ (Possibly at 500 SF Net New Impervious), Stormwater Calculations Shall Be Included
DRIVEWAY RESURFACING
(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies Plat of Survey Must Show Location of Driveway
- Three (3) Copies of Contractor Agreement, if Applicable Showing Scope of Work
ELECTRICAL – COMMERCIAL

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of Plans
  Must Show Full Extent of What Work is being Performed including Manufacturers
  Spec Sheets (Panel Schedules, Riser Diagrams – If Applicable)
ELECTRICAL – RESIDENTIAL

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of Plans
  Must Show Full Extent of Work is being Performed including
  Manufacturers Spec Sheets (Panel Schedule and Riser Diagram – If applicable)
ELECTRIC SERVICE REVISION

(Over the Counter)

- One (1) Completed Building Permit Application
- Information on size of Service Revision & Location, (if it is to be Relocated from Existing Location)
ELECTRIC – TEMPORARY SERVICE
(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of Information on Type of Panel
- Three (3) Copies of Plat of Survey Showing Location on the Site

**If Commercial, Need to Show Where Power is Coming From (ComEd Transformer, Existing Pole, etc.) and any Temporary Pole Locations**
ELEVATOR/ESCALATOR/DUMBWAITER – RESIDENTIAL/COMMERCIAL

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Four (4) Copies of Plans from Elevator/Escalator/Dumbwaiter Contractor Must Show Complete Details and Specs on Units to be Installed

**All Plans must be Submitted to Thompson Elevator Services for Review/Approvals**
FILL AND GRADING PERMIT
(Small Permit – 4 Business Days)

☐ One (1) Completed Building Permit Application

☐ Three (3) Copies of a Plat of Survey Showing Location and Depth of Fill

☐ One (1) Fill and Grading Permit Application
FIRE ALARM

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of Plans/Drawings
  Must show Location of Devices, Type of Devices, Work Location & Installer’s Name and Identification Numbers. (Sketches may be Shop Drawings showing other Mechanicals, but must show fire alarm information that can be clearly discerned for the purpose intended)

- Three (3) Sets of Cut Sheets or Brochures of the Devices UL Marks must be Clearly Shown – Include Battery Calculations
FIRE PROTECTION

(Medium Permit – 10 Business Days)

☐ One (1) Completed Building Permit Application

☐ Three (3) Copies of Drawings/Plans
   Drawings/Plans may not be shop drawings. Must be documents drawn by the installer showing the job, heads, piping, and attendant hardware. This includes detailed reference to finish plans that may create an impedance to proper application of an automatic sprinkler system

☐ Three (3) Copies of Hydraulic Calculations, and/or pipe schedules will be required on all jobs except minor sprinkler head relocates, (drawings however, must be submitted and approved)

☐ If new fire protection system will require a water service upsize, provide 3 copies of site plans to show existing water service disconnected at the main and the new water service size required (Include stamp of design professional)
NEW BUILDING – FOUNDATION ONLY – COMMERCIAL (NO UTILITIES)

(Large Permit – 30 Business Days)

- One (1) Completed Building Permit Application
- Six (6) Copies of Plat of Survey
- Three (3) Copies of Foundation, Structural Plans
- Three (3) Copies of Site Plan
  Can Use Civil Drawings
- One (1) DuPage County Stormwater Management Permit Application
- Six (6) Copies of a Site Improvement and Grading Plan
  Must be prepared by a Registered Professional Civil Engineer of Illinois and all plans must contain the Engineer’s Signature and an imprint of their Professional Seal
- Two (2) Copies of a Stormwater Management Report
  Must Contain the Engineer’s Signature and imprint of their Professional Seal
  Report shall include required detention volume calculations, Tributary drainage area maps, Storm Sewer Sizing Calculations, and Detention Volume Calculations
- Two (2) Copies of an Engineer’s Estimate of Probable Cost
  For all proposed site improvements excluding interior landscaping and building construction
- Two (2) Copies of a Geotechnical Soil Report
- Payment of Engineering Review Fees in the amount of $500.00 + 1% of the Engineer’s Estimate of Probable Cost
NEW BUILDING – FOUNDATION ONLY – COMMERCIAL (NO UTILITIES)

(Continued)

- Engineering Inspection Fees
  3% of the Engineer’s Estimate of Probable Cost

  **Can be paid at time of permit issuance**

- Three (3) Copies of Wetland and/or Flood Plain Delineation/Mitigation Report
  (If Applicable)

- At Time of Permit Issuance, a Letter of Credit, or Cash Deposit shall be Posted to Guarantee Project Compliance. This will be an amount equal to 115% of the Engineer’s Estimate of Probable Cost
FOUNDATION REPAIR
(Over the Counter)

❑ One (1) Completed Building Permit Application

❑ Three (3) Copies of Plans
   Must show Extent of Work to be Performed

❑ Provide net new impervious square footage
   If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included
GARAGE – ATTACHED

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of Plat of Survey
  Must Show to Scale, Location of Garage to House & Accessory
  Structures and Location of New Driveway (if required)

- Three (3) Sets of Building Plans
  Architectural, Structural, Electrical, & Fire-Stopping & (Plumbing if Req'd)

- One Thousand ($1,000.00) Dollar Construction Deposit
GARAGE – DETACHED

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
  Must Show to Scale Location of New Garage
- Three (3) Sets of Building Plans
  Architectural, Structural, Electrical, (Plumbing, if Req’d), & any new Driveway or Extensions
- One Thousand ($1,000.00) Dollar Construction Deposit
- Provide new net impervious square footage
  If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included.
GARAGE SLAB
(Small Permit – 4 Business Days)

- One Completed Building Permit Application
- Three (3) Copies of Plat of Survey
  Must Show Slab Location
- Three (3) Copies of Site Plan
  Must be to Scale & Slab Location
- Three (3) Copies of Plans
  Must Show Slab Construction and Size
- Provide net new impervious square footage
  If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included
GAZEBO
(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of Plat of Survey
  Must Indicate to Scale where Gazebo is going to be Located & Size

- Three (3) Sets of Building Plans
  Must Show Elevation, Size, Construction Materials & and Electric (if Req’d)

- Provide new net impervious square footage
  If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included
HOT TUB – INDOOR

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plans
  Must Show Size, Construction Material, Specs on Hot Tub, and any Electrical
HOT TUB – OUTDOOR

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of Plat of Survey
  Must Indicate to Scale Location and Size of Hot Tub

- Three (3) Copies of Construction Plans
  Must show Height, Construction Material, Specs on Hot Tub and any Electrical (if tub is to be put on New Wood Deck, Construction Plans are Required for Deck Construction)

  If to be put on existing deck, provide details on reinforcing deck structure where the tub is going

- Provide new net impervious square footage
  If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included
HVAC – COMMERCIAL

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of Plans
  Must show Extent of Work, Equipment Specs, and Electrical Requirements

- Three (3) Copies of Site Plan
  Must show roof top mechanical screening for new buildings and any alteration of mechanical systems of existing buildings that results in significant changes of roof top equipment.
HVAC – RESIDENTIAL

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Contractor Proposal
  Must Show Extent of Work, Equipment Specs, and Electrical Requirements
KITCHEN – REMODEL/INTERIOR

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of Plans
  Must Show Copies of Plans Showing Electrical, Plumbing, Mechanical and any Structural
LIGHTING STANDARDS

(Small Permit – 4 Business Days)

❑ One (1) Completed Building Permit Application

❑ Three (3) Copies of Site Plan
   Must Show Location of Lamp Poles and Indicate Foot Candle Readings

❑ Three (3) Copies of Plat of Survey

❑ One (1) Photometric Report

❑ Four (4) Copies of Site Improvement Plan

❑ Three (3) Copies of Manufacturer’s Cut Sheets for Proposed Lamp Pole Dimensions, Height, Fixtures, and Foot Candle Readings
MACHINE INSTALLATION

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Floor Plans
  Must Show Machine Locations and Electrical/HVAC/Plumbing Hookups
- Three (3) Copies of Manufacturer’s Spec Sheets, Power Consumption of Equipment and if any additional power required beyond existing service size
MOVING PERMIT
(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey for Existing Location
- Three (3) Copies of Plat of Survey for Proposed Location
  Must Show Foundation Location/Elevation
- Three (3) Copies of Construction Drawings
  Must Show Foundation/Electrical/Plumbing Details
- Must notify utilities of route of house in order to relocate any overhead lines
- Must notify Police Department of route in order to make accommodations to control/re-route traffic
NEW CONSTRUCTION – COMMERCIAL

(Large Permit – 30 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
- Three (3) Copies of Site Plan
  Can Use Civil Drawings
- Three (3) Copies of Civil Drawings
- One (1) DuPage County Stormwater Management Application
- Six (6) Copies of a Signed and Sealed Site Improvement and Grading Plan or 1 Digital Submittal
- Two (2) Copies of the Engineer's Signed and Sealed Estimate of Probable Cost for All Site Improvements, Excluding Interior Landscaping and Building Construction
- Two (2) Copies of a Geotechnical Soil Report
- Payment of Engineering Review Fees in the Amount of $500.00 + 1% of the Engineer's Estimate of Probable Cost
- Payment of Engineering Inspection Fees in the Amount of 3% of the Engineer's Estimate of Probable Cost (Can be provided at permit issuance)
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report if Applicable
- Four (4) Original Copies Each of the Illinois Environmental Protection Agency (IEPA) Sewer and/or Water Permit Applications if Applicable
NEW CONSTRUCTION – COMMERCIAL
(Continued)

❑ Three (3) Complete Sets of Signed and Sealed Architectural Drawings Must Include Photometric Plan and Building Elevations and Com-Check HVAC Including any Exterior Locations and Rooftop Mechanical Screening

❑ Three (3) Copies of Certified Fire Sprinkler Plans

❑ Three (3) Copies of Certified Fire Alarm Plans

❑ Posting of a Letter of Credit or Cash Deposit at an Amount Equal to 115% of the Engineer's Estimate of Probable Cost

❑ Two Thousand ($2,000.00) Cash Bond (Parkway Restoration Bond)
NEW CONSTRUCTION – COMMERCIAL
(SHELL ONLY)

(Large Permit – 30 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
- Three (3) Copies of Site Plan
  Can Use Civil Drawings
- Three (3) Copies of Civil Drawings
  Must Include Photometric Plan/Building Elevation
- One (1) DuPage County Stormwater Management Application
- Six (6) Copies of a Signed and Sealed Site Improvement and Grading Plan
- Two (2) Copies of a Signed and Sealed Stormwater Management Report
  Must Include Detention Volume Calculations/Tributary Drainage Area Maps/Storm
  Sewer Sizing Calculations/Detention Volume Calculations
- Two (2) Copies of the Engineer’s Signed and Sealed Estimate of Probable Cost
  for All Proposed Site Improvements, Excluding Interior Landscaping and Building
  Construction
- Two (2) Copies of a Geotechnical Soil Report
- Payment of Engineering Review Fees in the Amount of $500.00 + 1% of the
  Engineer's Estimate of Probable Cost (can be paid at permit issuance)
- Payment of Engineering Inspection Fees in the Amount of 3% of the Engineer's
  Estimate of Probable Cost
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report if
  Applicable
- Four (4) Original Copies Each of the Illinois Environmental Protection Agency
  (IEPA) Sewer and/or Water Permit Applications if Applicable
NEW CONSTRUCTION – COMMERCIAL
(SHELL ONLY)

(Continued)

❑ Three (3) Complete Sets of Signed and Sealed Architectural Drawings Must Include Photometric Plan and Building Elevations

❑ Three (3) Copies of Certified Fire Sprinkler Plans

❑ Three (3) Copies of Certified Fire Alarm Plans

❑ Posting of a Letter of Credit or Cash Deposit at an Amount Equal to 115% of the Engineer's Estimate of Probable Cost
SINGLE – FAMILY RESIDENTIAL SUBDIVISION

(Large Permit – 30 Business Days)

☐ One (1) Completed Building Permit Application For Each Response or For Each Town House Unit

☐ Three (3) Copies of Plat of Survey

☐ Three (3) Copies of Site Plan Can Use Civil Drawing

☐ One (1) DuPage County Stormwater Management Application

☐ Six (6) Copies of a Signed and Sealed Site Improvement and Grading Plan

☐ Two (2) Copies of a Signed and Sealed Stormwater Management Report Must Include Detention Volume Calculations/Tributary Drainage Area Maps/Storm Sewer Sizing Calculations/Detention Volume Calculations

☐ Two (2) Copies of the Engineer’s Signed and Sealed Estimate of Probable Cost

☐ Two (2) Copies of a Geotechnical Soil Report

☐ Payment of Engineering Review Fees in the Amount of $500.00 + 1% of the Engineer’s Estimate of Probable Cost

☐ Payment of Engineering Inspection Fees in the Amount of 3% of the Engineer’s Estimate of Probable Cost

☐ Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report if Applicable

☐ Four (4) Original Copies Each of the Illinois Environmental Protection Agency (IEPA) Sewer and/or Water Permit Applications if Applicable

☐ Three (3) Complete Sets of Signed and Sealed Architectural Drawings For Each Residence or Each Town House Building (Showing All Units)
SINGLE – FAMILY RESIDENCE
DETACHED – NEW

(Medium Permit – 10 Business Days)

❑ One (1) Completed Building Permit Application

❑ Three (3) Copies of Plat of Survey

❑ Three (3) Copies of Site Plan
  Can Use Civil Drawings

❑ Four (4) Copies of a Signed and Sealed Site Improvement and Grading Plan

❑ One (1) DuPage County Stormwater Management Application

❑ Two (2) Copies of a Geotechnical Soil Report (May be required if sufficient soil data is not already available for the site)

❑ Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report if Applicable

  One (1) Copy of the Application for Nicor Gas Service

  One (1) Copy of the Application for ComEd Electric Service

  Three (3) Complete Sets of Signed and Sealed Architectural Drawings, Res-Check with Evaluations Including Building Height and Garage Doors to Scale
SINGLE – FAMILY RESIDENCE
ATTACHED – NEW

(Medium Permit – 10 Business Days)

❑ One (1) Completed Building Permit Application For Each Town House Unit or Duplex Unit
❑ Three (3) Copies of Plat of Survey
❑ Eight (8) Copies of Site Plan
❑ One (1) DuPage County Stormwater Management Application
❑ Two (2) Copies of a Geotechnical Soil Report
❑ Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report if Applicable
❑ Three (3) Complete Sets of Signed and Sealed Architectural Drawings For Town House Building or Duplex

   With Elevations Including Building Height and Garage Doors to Scale
PARKING LOT
(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Four (4) Copies of Plat of Survey
- Three (3) Copies of Landscape Plan
- Three (3) Copies of Site Plan
  Must Show Location of ADA Handicap Parking Stalls, Signage Location, and Square Footage for Scope of Work
- Three (3) Copies of Lighting Plan
- One (1) DuPage County Stormwater Management Application
- Six (6) Copies of a Signed and Sealed Site Improvement and Grading Plan
- Two (2) Copies of a Signed and Sealed Stormwater Management Report Must Include Detention Volume Calculations/Tributary Drainage Area Maps/Storm Sewer Sizing Calculations/Detention Volume Verification Calculations
- Two (2) Copies of the Engineer's Signed and Sealed Estimate of Probable Cost
- Two (2) Copies of a Geotechnical Soil Report
- Payment of Engineering Review Fees in the Amount of $500.00 + 1% of the Engineer's Estimate of Probable Cost
- Payment of Engineering Inspection Fees in the Amount of 3% of the Engineer's Estimate of Probable Cost
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report
- Four (4) Original Copies Each of the Illinois Environmental Protection Agency (IEPA) Sewer and/or Water Permit Applications if Applicable
PLUMBING – COMMERCIAL

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Complete Sets of Drawings/Diagrams
  Must Show Waste and Supply Riser Diagrams with Sizes Noted, the Size of the Existing Water Meter, and the Incoming Water Service Line Size

- Three (3) Copies of Site Plan Showing Location of Any New Water Service Line Upgrade (If Applicable)
PLUMBING – RESIDENTIAL

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Complete Sets of Drawings/Diagrams
  Must Show Waste and Supply Diagrams of Existing and New Fixtures with Sizes Noted, the Size of the Existing Water Meter, and the Size of the Incoming Water Service Line.

- Three (3) Copies of Site Plan Showing Any Water Service Line Upgrade, B-Box Location, Clean-Outs
POOL – ABOVE-GROUND

(Small Permit – 4 Business Days)

❑ One (1) Completed Building Permit Application

❑ Three (3) Copies of Plat of Survey
  Must Show Location/Dimensions of Proposed Pool, Location of Existing
  Overhead/Underground ComEd Power Lines, Location of Proposed Electrical
  Lines/Outlet for Pool Pump, and Location of Proposed Gas Lines for Pool Heater
  (if applicable). Location and Height of Fencing Around Pool or Property

❑ Three (3) Complete Sets of Manufacturer’s Pool Specs
  Must Include Pump, Filter, and Heater Information
POOL – IN-GROUND

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
  Must Show Location/Dimensions of Proposed Pool, Location of Existing Power
  Supply Lines, and Location of Proposed Power Supply Lines for the Pool
  Locations and Height of Fencing Around Pool or Property
- Three (3) Complete Sets of Construction Drawings
  Must Show Grounding Requirements, Pool Deck Area and Accessories, Plumbing
  Supply Lines and Drains, and All Electrical Requirements
- Three (3) Complete Sets of Manufacturer’s Pool Specs
  Must Include Pump, Filter, and Heater Information
- Three (3) Copies of a Site Improvement and Grading Plan
PORCH
OPEN OR SCREENED

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of Plat of Survey
  Must Show Location and Dimensions of New Porch

- Three (3) Copies of Detailed Construction Drawings
  Must Show To-Scale Elevation

- Provide net new impervious square footage
  If it is large enough to trigger stormwater requirements (possibly at 500 SF net
  new impervious), stormwater calculations shall be included
ROOFING – RESIDENTIAL

(Over the Counter)

❑ One (1) Completed Building Permit Application

❑ One (1) Copy of Roofer’s State License if Work to be Contracted
ROOFING – COMMERCIAL
(Over the Counter)

❑ One (1) Completed Building Permit Application

❑ Three (3) Copies of Information Sheets on Scope of Work Must Include Weight/Type of Material Being Removed and Installed
SEWER CONNECTION

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of a Plat of Survey
  Must Show Location/Line Size of Proposed Connection
- Four (4) Copies of a Site Improvement Plan
SEWER & WATER CONNECTION
Stub or B-Box Provided

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Plat of Survey
  Must Show Location/Line Size of Proposed Connections
- Four (4) Copies of a Site Improvement Plan
WATER CONNECTION
B-Box Provided

(Small Permit – 4 Business Days)

☐ One (1) Completed Building Permit Application

☐ Three (3) Copies of the Plat of Survey
   Must Show Location/Line Size of Proposed Connection

☐ Four (4) Copies of a Site Improvement Plan
WATER CONNECTION
No B-Box Provided

(Small Permit – 4 Business Days)

❑ One (1) Completed Building Permit Application

❑ Three (3) Copies of the Plat of Survey
  Must Show Location/Line Size of Proposed Connection

❑ Four (4) Copies of a Site Improvement Plan
SEWER REPAIR
Private Side Only

(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey Showing Location of Repair, Length of Repair and Materials Used
SEWER REPAIR
Village Right-of-Way

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
  Must Show Location of Sewer Line to be Repaired and Cleanouts to be Installed if Any
- Public Works Permit for Right of Way or Street Openings and Patching
WATER SERVICE REPAIR
Private Side and Village Right-of-Way

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
  Must Show Location of Water Line to be Repaired
- Public Works Permit for Right of Way and Street Opening/Patching
SHED
(Small Permit – 4 Business Days)

❑ One (1) Completed Building Permit Application

❑ Three (3) Copies of the Plat of Survey
  Must Show Location/Dimension of the Proposed Shed

❑ Three (3) Copies of Complete Construction Drawings or Detailed Brochures
  Must Include To-Scale Elevation (Including Height) and Anchoring of Shed

❑ Provide Net New Impervious Square Footage
  If it is large enough to trigger stormwater requirements (possibly at 500 SF net
  new impervious), stormwater calculations shall be included
SIGN PERMITS

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application

- Three (3) Copies of the Plat of Survey
  Must Show Location/Dimension of All Existing and Proposed Signage

- Three (3) Copies of a Site Plan
  Must Show Building Elevation with Both Existing and Proposed Sign Location and
  Linear Front Footage of Leased Space

- Three (3) Copies of Complete Sign/Sign Installation Specifications
  Must Include Wording, Color Scheme, Dimensions of Words/Insignia Separately
  Electrical Requirements (If Applicable), and Mounting Details
  (If pole-mounted or monument signage, electrical grounding requirements and
  foundation/pole base details need to be indicated)

- One (1) Copy of the Building Owner’s Written Consent to Erect the Signage
LAWN IRRIGATION SYSTEM
Private Side Only
(No Sprinklers Allowed in Public Right-of-Way)
(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Plat of Survey or Site Plan
  Must Show Location of Sprinkler Heads/Run Sizes/Water
- Sources/RPZ Location and RPZ Specs
STORAGE TANK INSTALLATION
UNDERGROUND

(Medium Permit – 10 Business Days)

❑ One (1) Completed Building Permit Application
❑ Three (3) Copies of the Plat of Survey
❑ Three (3) Copies of a Site Plan
   Must Show Location/Depth of Tank
❑ Three (3) Copies of the Illinois State Fire Marshal's Installation Permit
❑ Three (3) Copies of the Tank Specifications
   Must Include Size/Type/Use
❑ One (1) DuPage County Stormwater Management Application
❑ Eight (8) Copies of a Signed and Sealed Site Improvement and Grading Plan
❑ Two (2) Copies of a Signed and Sealed Stormwater Management Report
   Must Include Detention Volume Calculations/Tributary Drainage Area Maps/Storm
   Sewer Sizing Calculations/Detention Volume Verification Calculations
❑ Two (2) Copies of the Engineer's Signed and Sealed Estimate of Probable Cost
❑ Two (2) Copies of a Geotechnical Soil Report
❑ Payment of Engineering Review Fees in the Amount of $500.00 + 1% of the
  Engineer's Estimate of Probable Cost
❑ Payment of Engineering Inspection Fees in the Amount of 3% of the Engineer's
  Estimate of Probable Cost
❑ Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report
STORAGE TANK REMOVAL
UNDERGROUND

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Illinois State Fire Marshal's Removal Permit
- Three (3) Copies of the Plat of Survey or Site Plan
  Must Indicate Location of Tanks to be Removed
SUNROOM

(Small Permit – 4 Business Days)

❑ One (1) Completed Building Permit Application

❑ Three (3) Copies of Plat of Survey
  Must Show Location of Proposed Addition

❑ Three (3) Copies of Complete Construction Drawings
  (Including Energy Code Receipts)
  Must Include Height of Structure and Mechanical Electrical Details
LOW VOLTAGE WIRING
Security Access/Fire Alarm System

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of a Floor Plan
  Must Show Wiring/Panel Locations
- Three (3) Copies of System Specifications
  Must Include All Pertinent Electrical/System Information
WATERPROOFING
(Drain the System- Both Interior and Exterior)

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Floor Plan
  Must Show Drain Tile/Sump Pump and Pit/Storm Water Discharge
  Direction/Electrical Receipts (if Applicable) Dedicated Twenty (20) Amp Outlets
  and Circuit Breakers)
WINDOW / DOOR – NEW OR REPLACEMENT

(Over The Counter)

- One (1) Completed Building Permit Application

- Three (3) Copies of the Plat of Survey or Site Plan
  Must Show Location/Dimension of New Window/Door (If Bay or
  Bow Window, Size Details Must Be Indicated to Scale)

- Three (3) Copies of Construction Drawings/Floor Plans
  Must Show Framing Details/Headers

- Three (3) Copies of Window/Door Manufacturer's Specifications Including “U”
  Factor Stickers for Windows and Glass Doors Which are to Remain on Glass for
  Inspections